
Bid Package WorkFlow

This is for EngSP and Internal Eng Team (GLO/HNTB)

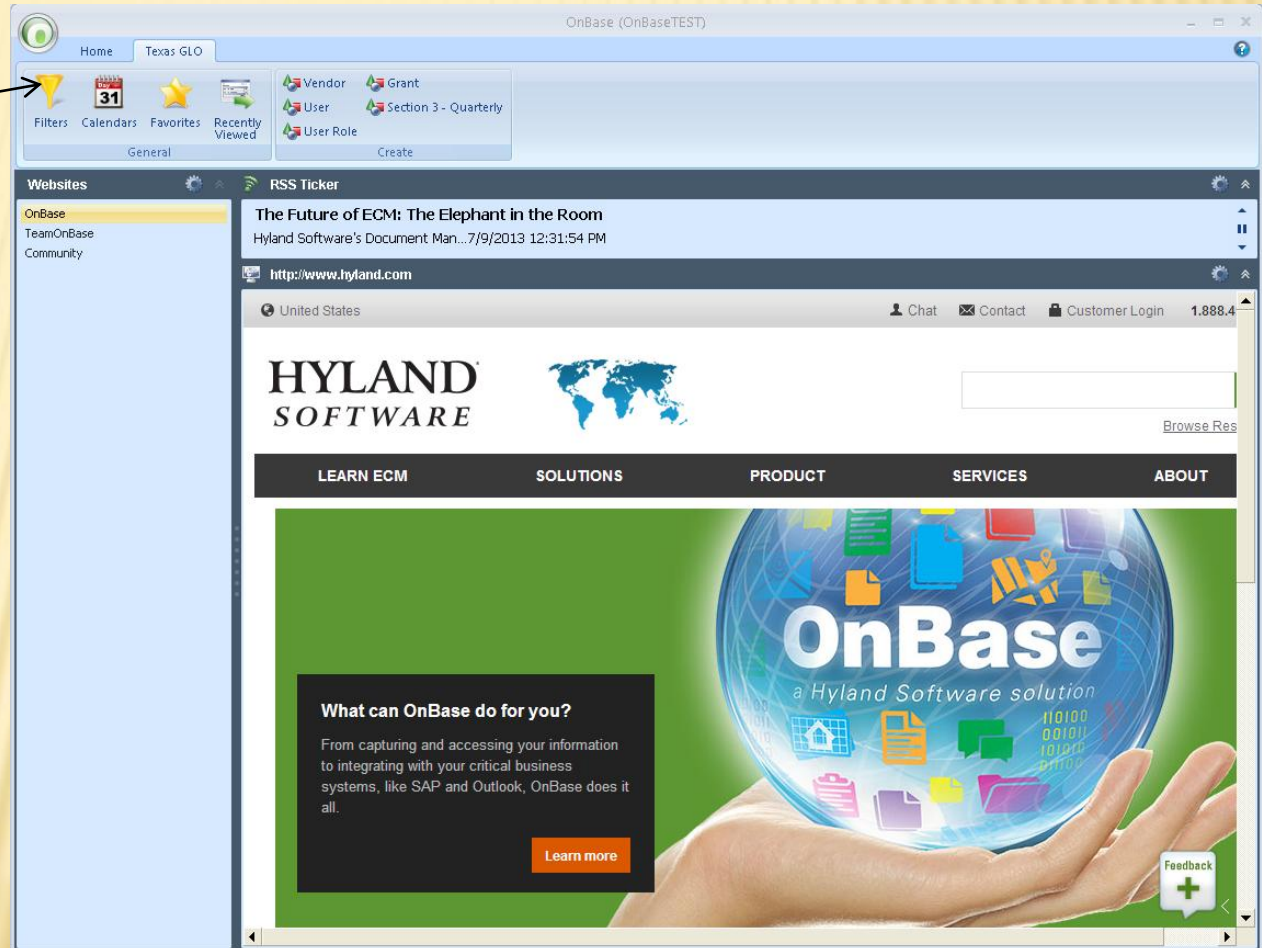
T-RECS (TEXAS RECOVERY SYSTEM)

1) Click on “Texas GLO”



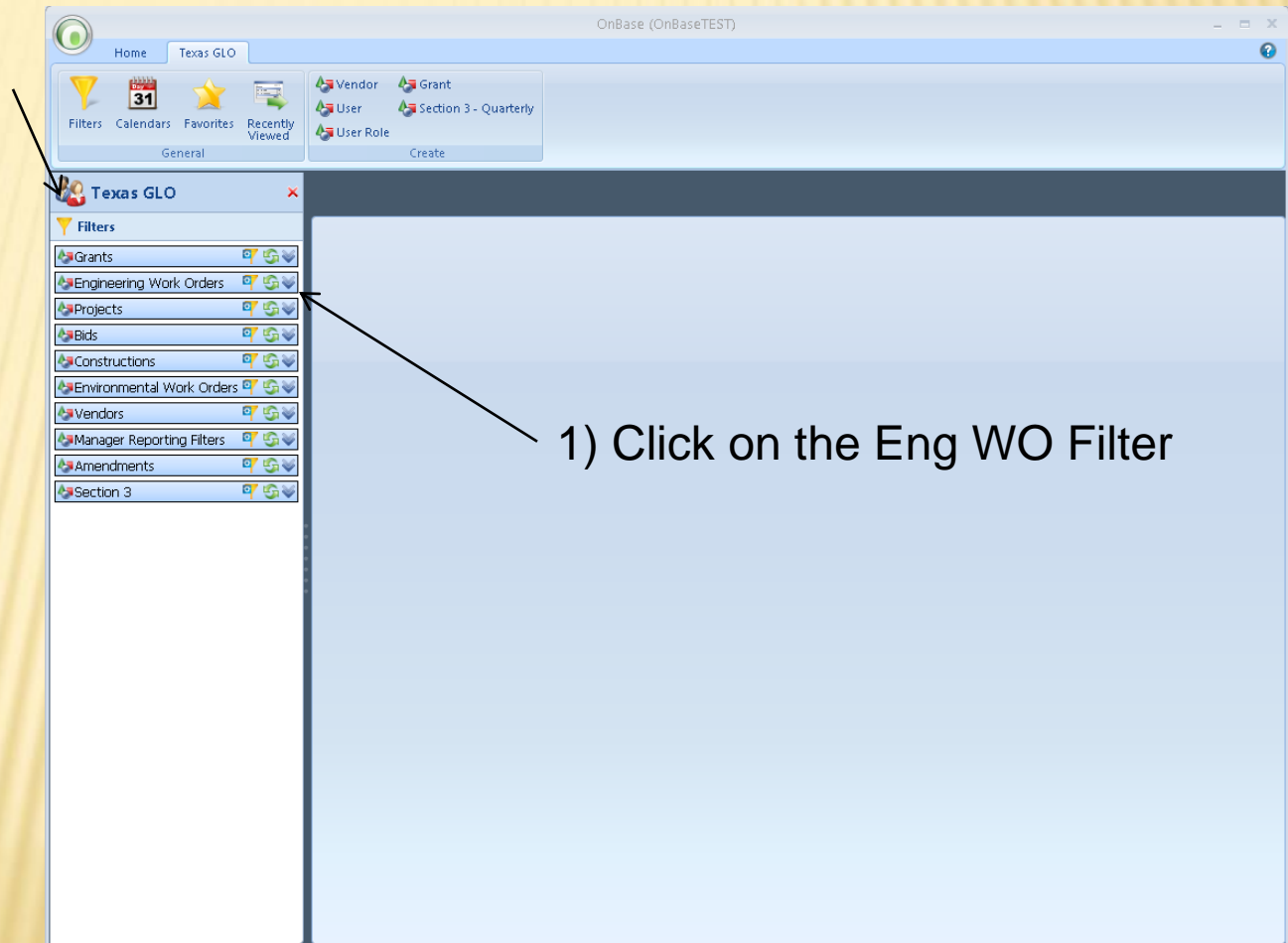
T-RECS

1) Click on “Filters” →



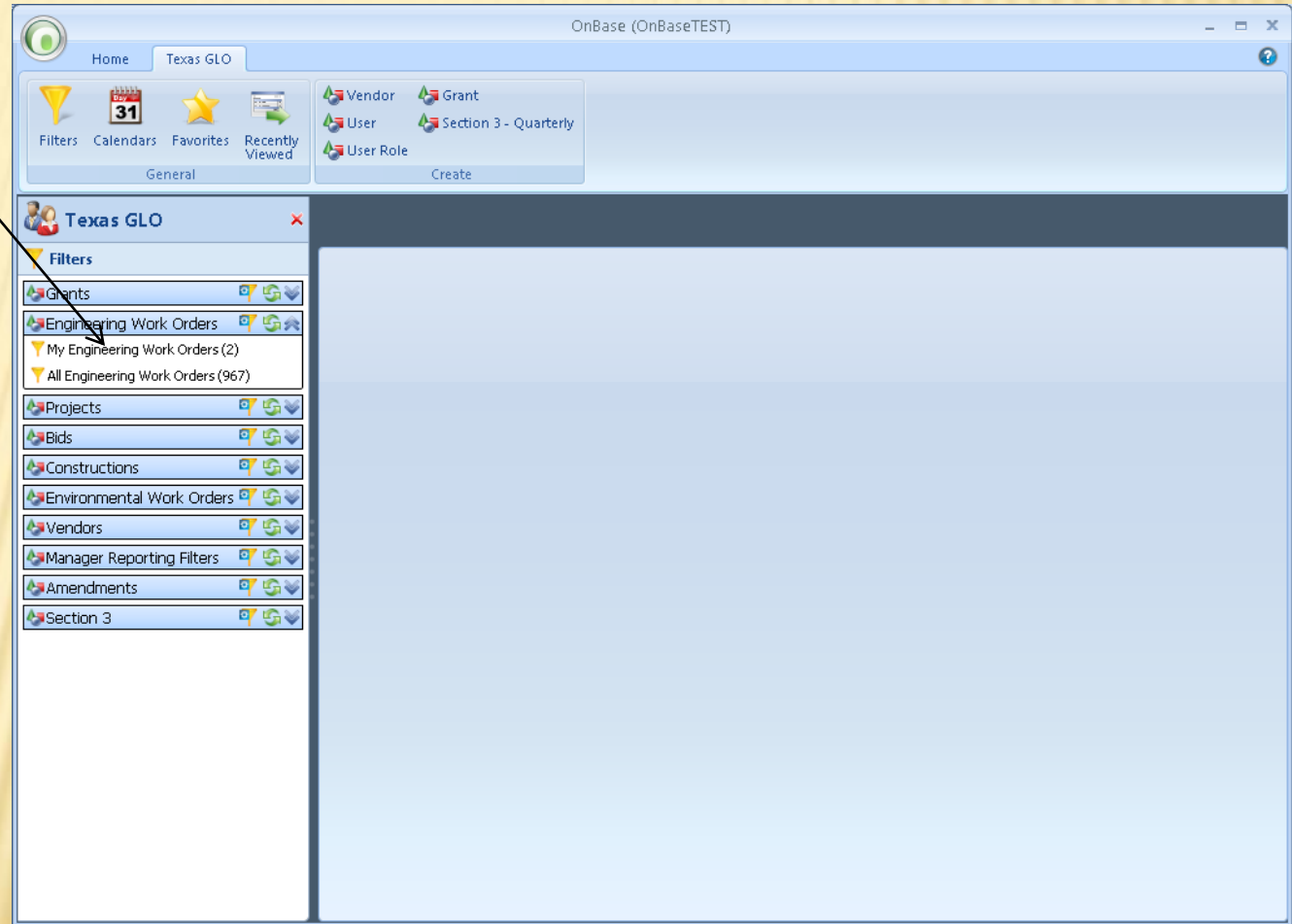
FILTERS

Depending on your user rights, you may or may not see all of these filters.



MY ENGINEERING WORKORDER

1)Click on “My Eng
Work Order”



ENGINEERING WORKORDER

1) Click on "Bid Package" tab

Engineering Work Order - Clean up and Rehabilitation after Hurrican Timoteo - 17090

Created By: MANAGER
6/27/2013 1:02:51 PM

Engineering Work Order

| | |
|-------------------|--|
| Work Order Number | WorkOrder Title |
| 019991-1 | Clean up and Rehabilitation after Hurrican Timoteo |
| Work Order Status | Round |
| In Progress | 01 |

Engineering Service Provider

| | | | |
|-----------------|------------------------------------|----------------|-----------------------------|
| Contract Number | Vendor Name | First Name | Last Name |
| DRS015011 | Dannenbaum Engineering Corporation | EngSvcProvider | Dannenbaum Engineering Corp |

Work Order Active Date Range

| | |
|---------------|-----------------|
| Executed Date | Expiration Date |
| 6/26/2013 | 11/13/2013 |

Grant Information

| | | | | |
|-----------------|---------------------------------|----------------|-----------------------|-----------------------|
| Grant Number | Grant Title | Award Amount | GLO Contract Number | |
| DRS019999 | Hurricane Timoteo | \$2,000,000.00 | GLO# -999-9999-999 | |
| | Grantee Vendor Name | First Name | Last Name | Email |
| | TEXAS GENERAL LAND OFFICE | Timothy | Andrews | tandrews@atabankimx. |
| Grant Admin DRS | Grant Administrator Vendor Name | First Name | Last Name | Email |
| DRS016001 | Beck Disaster Recovery, Inc. | GrantAdmin | Beck Disaster Recover | none@email.net |
| | Grant Manager: | First Name | Last Name | Email |
| | | Jane | Jane.Doe | Jane.Doe@GLO.TEXAS.GC |
| PMC DRS | PMC Vendor Name | First Name | Last Name | Email |
| DRS013000 | HNTB Corporation | ProjectManager | HNTB Corporation | none@email.net |

Costs

| |
|------------------------|
| Total Engineering Fees |
| \$85,200.00 |

History Documents

CREATION OF BID PACKAGE

Upon creation of the Eng WO, Project, Site and Phase the system sends an email notification to the ENG Service Provider with an NTP to proceed to design stage. Eng SP will click on link, sign in, and will be taken to the EngWO which will have Tab for Bid Package. They can also go to the OnBase home page and go through their EngWO's.

1) Click on Bid Package

Engineering Work Order - Clean up and Rehabilitation after Hurrican Timoteo - 17090

Created By: MANAGER
6/27/2013 1:02:51 PM

| Bid Package Number | Bid Package Title | Bid Package Description | Bid Package Status |
|--------------------|--|--|--------------------|
| 019991-1BID0098 | Bid for Clean up and Rehabilitation after Hurrican Timoteo | Bid for Clean up and Rehabilitation after Hurrican Timoteo | Pending |

1 of 1 records

Show 25 records

List of existing
Bid Packages

2) Click on Create
A new bid package

CREATION OF BID PACKAGE

4) Click on Start Bid Package

3) Modify Dates as Necessary.

The screenshot shows a web application window titled "BidPackage - 1234BID0097 - - 17240". The interface includes a top navigation bar with "Tasks" and "Tasks" tabs. Below the navigation bar, there are icons for "Workflow Queues" and "Start Bid Package". The main content area is titled "Bid Package" and contains several sections:

- Bid Package Information:**
 - Bid Package Number: 1234BID0097
 - Bid Package Title: (empty field)
 - Bid Package Status: Pending
 - Bid Package Description: (empty field)
 - Next Milestone Due Date: 7/2/2013
- Milestone Tracking:**

| Target Start Date | Actual Start Date | Start Milestone Completed |
|----------------------------|----------------------------|---------------------------|
| 7/2/2013 | 7/2/2013 | <input type="checkbox"/> |
| Target 30% Submittal Date | Actual 30% Submittal Date | 30% Submittal Completed |
| 8/6/2013 | 8/6/2013 | <input type="checkbox"/> |
| Target 30% Approved Date | Actual 30% Approved Date | 30% Approved Completed |
| 8/13/2013 | 8/13/2013 | <input type="checkbox"/> |
| Target 100% Submittal Date | Actual 100% Submittal Date | 100% Submittal Completed |
| 10/15/2013 | 10/15/2013 | <input type="checkbox"/> |
| Target 100% Approved Date | Actual 100% Approved Date | 100% Approved Completed |
| 10/22/2013 | 10/22/2013 | <input type="checkbox"/> |
- Parent Work Order:**

| Work Order Number | WorkOrder Title |
|------------------------|-------------------------------------|
| 1234 | Lots of work for the Town of Sergio |
| Eng SP Contract Number | Engineering Service Provider Name |
| DRS015058 | Ambiotec Civil Engineering Group |
| Grant Number | Grantee Name |
| DRS010004 | City of Alto |

Annotations on the screenshot:

- An arrow points from "4) Click on Start Bid Package" to the "Start Bid Package" icon.
- An arrow points from "3) Modify Dates as Necessary." to the "Next Milestone Due Date" field.
- An arrow points from "1) Enter title." to the "Bid Package Title" field.
- An arrow points from "2) Enter Description." to the "Bid Package Description" field.
- An arrow points from "Related Grant." to the "Grant Number" field in the Parent Work Order section.
- An arrow points from "Related Eng WO and Grant." to the "WorkOrder Title" field in the Parent Work Order section.

1) Enter title.

2) Enter Description.

Related Grant.

Related Eng WO and Grant.

RID BACKLAGE DISCUSSION

The screenshot displays the 'Bid Package (Engineering Design)' application window. The title bar indicates the current bid is '1238ID0138 - Bid for Title - 18347'. The interface is divided into several sections:

- Top Menu Bar:** Contains buttons for 'Save and Close', 'Copy Object', 'Discussions', 'Print', 'Print Preview', 'Forms', 'First Object', 'Previous Object', 'Next Object', and 'Navigation'.
- Main Content Area:**
 - Bid Package Header:** Displays 'Bid Package - 1238ID0138 - Bid for Title - 18347' and 'Created By: ENVL 7/17/2013 12:31:16 PM'.
 - Bid Package Details:**
 - Bid Package Number:** 1238ID0138
 - Bid Package Status:** Pending
 - Next Milestone Due Date:** 7/16/2013
 - Milestone Tracking:** A table showing various milestones and their due dates.

| Milestone | Due Date |
|----------------------------|------------|
| Target Start Date | 7/16/2013 |
| Target 30% Submittal Date | 8/20/2013 |
| Target 30% Approved Date | 8/27/2013 |
| Target 100% Submittal Date | 10/29/2013 |
| Target 100% Approved Date | 11/5/2013 |
 - Parent Work Order:**
 - Work Order Number:** 123
 - Eng SP Contract Number:** DRS015058
 - Engineering Service Provider Name:** Ambiotec Civil Engineering Group
 - Grant Information:**
 - Grant Number:** 2909
 - Grantee Name:** Ciudad Juarez
 - Grantee First Name:** Elected
 - Grantee Last Name:** Official
 - Grantee Phone:** 123-456-7898
 - Grantee Email:** rancameElCacho@simon.com
- Right Sidebar:** A list of discussions, including 'more', 'more comments', 'D2', and 'Start Discussion', each with a 'Manager' and 'Replies' count.
- Bottom Status Bar:** Shows 'Design Summary Report' and 'Relevant Plan Sheets'.

A 'New Discussion' dialog box is open in the center, prompting the user to create a new discussion thread. It includes a 'Title' field and a 'Submit' button.

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- Main Content Area:**
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 - Bid Package Details:**
 - Bid Package Number:** 1238ID0138
 - Bid Package Status:** Pending
 - Next Milestone Due Date:** 7/16/2013
 - Milestone Tracking:** A table showing various milestones and their due dates.

| Milestone | Due Date |
|----------------------------|------------|
| Target Start Date | 7/16/2013 |
| Target 30% Submittal Date | 8/20/2013 |
| Target 30% Approved Date | 8/27/2013 |
| Target 100% Submittal Date | 10/29/2013 |
| Target 100% Approved Date | 11/5/2013 |
 - Parent Work Order:**
 - Work Order Number:** 123
 - Eng SP Contract Number:** DRS015058
 - Engineering Service Provider Name:** Ambiotec Civil Engineering Group
 - Grant Information:**
 - Grant Number:** 2909
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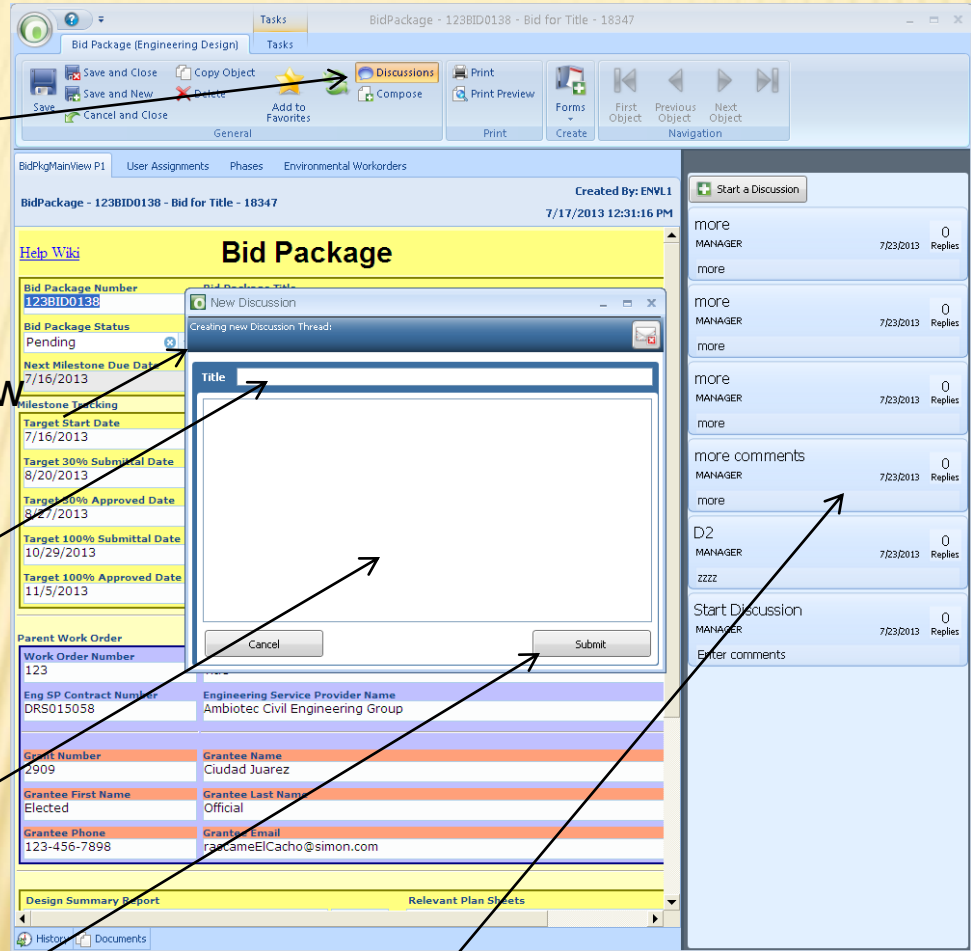
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 - Bid Package Details:**
 - Bid Package Number:** 1238ID0138
 - Bid Package Status:** Pending
 - Next Milestone Due Date:** 7/16/2013
 - Milestone Tracking:**
 - Target Start Date:** 7/16/2013
 - Target 30% Submittal Date:** 8/20/2013
 - Target 30% Approved Date:** 8/27/2013
 - Target 100% Submittal Date:** 10/29/2013
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 - Parent Work Order:**
 - Work Order Number:** 123
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 - Engineering Service Provider Name:** Ambiotec Civil Engineering Group
 - Grant Number:** 2909
 - Grantee Name:** Ciudad Juarez
 - Grantee First Name:** Elected
 - Grantee Last Name:** Official
 - Grantee Phone:** 123-456-7898
 - Grantee Email:** rancameElCacho@simon.com
 - Design Summary Report:** Relevant Plan Sheets
- Right Sidebar:**
 - Start a Discussion:** MANAGER, 7/23/2013, 0 Replies
 - more:** MANAGER, 7/23/2013, 0 Replies
 - more:** MANAGER, 7/23/2013, 0 Replies
 - more comments:** MANAGER, 7/23/2013, 0 Replies
 - D2:** MANAGER, 7/23/2013, 0 Replies
 - Start Discussion:** MANAGER, 7/23/2013, 0 Replies

A 'New Discussion' dialog box is open in the center, prompting the user to create a new discussion thread. The dialog has a 'Title' field and a 'Submit' button.

Requests to edit target dates, etc.



SELECTING RECEIPIENTS OF DISCUSSIONS

You can target an audience or limit the discussion by enabling the security option.

1) Select the discussion.

2) Select the lock.

3) Enable Security

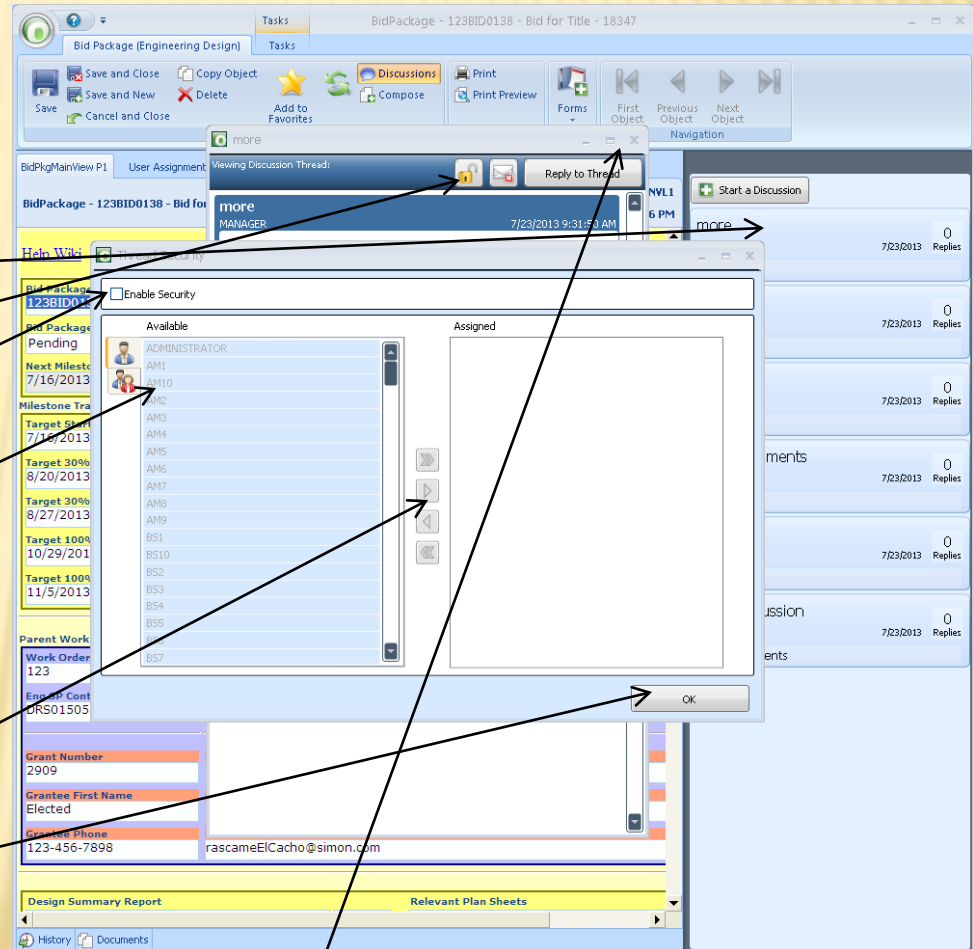
4) Select users.

5) Press the right arrow to add

6) Click okay

7) Click yes to email message

8) Close window



30% SUBMITTAL

Note that Status Changed

Note Actual Date

1) Click on Import

Documents that need to be Imported at 30% Submittal

30%

100%

For 100% Submittal

| Bid Package Number | Bid Package Title |
|--------------------|-------------------|
| 12348ID0097 | Title |

| Bid Package Status | Bid Package Description |
|--------------------|-------------------------|
| Start | Description |

| Target Start Date | Actual Start Date |
|-------------------|-------------------|
| 7/2/2013 | 7/10/2013 |

| Target 30% Submittal Date | Actual 30% Submittal Date |
|---------------------------|---------------------------|
| 8/6/2013 | 8/6/2013 |

| Target 30% Approved Date | Actual 30% Approved Date |
|--------------------------|--------------------------|
| 8/13/2013 | 8/13/2013 |

| Target 100% Submittal Date | Actual 100% Submittal Date |
|----------------------------|----------------------------|
| 10/15/2013 | 10/15/2013 |

| Target 100% Approved Date | Actual 100% Approved Date |
|---------------------------|---------------------------|
| 10/22/2013 | 10/22/2013 |

| Work Order Number | WorkOrder Title |
|-------------------|-------------------------------------|
| 1234 | Lots of work for the Town of Sergio |

| Eng SP Contract Number | Engineering Service Provider Name |
|------------------------|-----------------------------------|
| DRS015058 | Ambiotec Civil Engineering Group |

| Grant Number | Grantee Name |
|--------------|--------------|
| DRS010004 | City of Alto |

| Grantee First Name | Grantee Last Name |
|--------------------|-------------------|
| Grantee | City of Alto |

| Grantee Phone | Grantee Email |
|---------------|----------------|
| 999-555-1212 | none@email.net |

| Design Summary Report | Relevant Plan Sheets |
|---------------------------|-------------------------|
| Engineering Cost Estimate | Project Signed Verbiage |

| Plan Drawings Plan Study | Specifications |
|--------------------------------------|----------------|
| Probable Construction Cost Estimates | Bid Contracts |

| Status Of Utility Conflict Resolution | Status Of Permits Agreements |
|---------------------------------------|------------------------------|
| Status Of ROW Acquisition | Construction Schedule |

| Summary of Design Changes |
|---------------------------|
| |

DOCUMENT SUBMITTAL FOR 30%

5)Click on Browse

6)Select appropriate Document from your computer

1)Select Type “Bid Package Documents”
From Document Type Group

Upload Document

Import: Browse, Acquire; Upload: Upload, Cancel; Pages: Move Up, Move Down, Remove All; Transforms: Rotate Left, Rotate Right

Document Type Group: Bid Package Documents
Document Type: Bid Pkg Design Summary Report
File Type: MS Word Document
Document Date: 7/10/2013

Keywords

GLO Bid Package Number: 1234BID0097
GLO Bid Package Title: TITLE
GLO Bid Package ID: 97
GLO Bid Package ObjectID: 17240
GLO Grant Number: DR5010004
GLO Grantee Name: CITY OF ALTO
GLO Contract Number:

Options

Upload, Cancel

Hyland Letter-copy.docx

Home, Insert, Page Layout, References, Mailings, Review, View, Developer

Times New Roman, 12

Font, Paragraph, Styles, Editing

Mark Tonelli
Hyland Software
28500 Clemens Road
Westlake, OH 44145
Phone 440-788-6364

RE: Invoice # 214218 & #214219

As previously communicated, both invoices mentioned above were placed on hold Mar 22nd because the billing milestones were not met. Once the billing milestones were met, the Land Office made multiple requests to Hyland to resubmit the invoices with a current date. As of June 5th, 2013 the Land Office has not received updated invoices from

2) Appropriate Bid Pkg Document
As per the Import Button. In this case
Bid Pkg Design Summary Report

3)Enter GLO Bid Package Number

7)Click Upload

4)Press the Tab on your keyboard

30% TASK

2) Click on 30%
Submittal Task
Button

1) Once all four documents
Have been uploaded, you
can press the task button.

Bid Package (Engineering Design)

Tasks BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of Brazoria

30 Percent Submittal

BP - Awaiting 30 Percent Submittal

BidPkgMainView P1 User Assignments Phases Environmental Workorders

BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of Brazoria - 18080 Created By: NICKMGR 7/9/2013 9:19:34 AM

[Help Wiki](#)

Bid Package

| | |
|---|--|
| Bid Package Number 10101-1-ABID0104 | Bid Package Title Bid for 10101-1-A - DRS010014 - County of Brazoria |
| Bid Package Status Start | Bid Package Description Bid for 10101-1-A - DRS010014 - County of Brazoria |
| Next Milestone Due Date 8/12/2013 | |

Milestone Tracking

| | | |
|---|---|--|
| Target Start Date 7/8/2013 | Actual Start Date 7/11/2013 | <input checked="" type="checkbox"/> Start Milestone Completed |
| Target 30% Submittal Date 8/12/2013 | Actual 30% Submittal Date 8/12/2013 | <input type="checkbox"/> 30% Submittal Completed |
| Target 30% Approved Date 8/19/2013 | Actual 30% Approved Date 8/19/2013 | <input type="checkbox"/> 30% Approved Completed |
| Target 100% Submittal Date 10/21/2013 | Actual 100% Submittal Date 10/21/2013 | <input type="checkbox"/> 100% Submittal Completed |
| Target 100% Approved Date 10/28/2013 | Actual 100% Approved Date 10/28/2013 | <input type="checkbox"/> 100% Approved Completed |

Parent Work Order

| | |
|--|--|
| Work Order Number 10101-1-A | WorkOrder Title 10101-1-A - DRS010014 - County of Brazoria |
| Eng SP Contract Number DRS015001 | Engineering Service Provider Name Baker and Lawson, Inc. |
| Grant Number DRS010014 | Grantee Name County of Brazoria |
| Grantee First Name Grantee | Grantee Last Name County of Brazoria |
| Grantee Phone 999-555-1212 | Grantee Email none@email.net |

[History](#) [Documents](#)

30% SUBMITTAL EFORM

Bid Package - 30% Submittal

Grant Information

Grantee Name: COUNTY OF BRAZORIA
Grant No: DRS010014
GLO Contract No: GLO#10-5014-000-4988

Bid Submittal Information

Bid Package Number: 10101-1-ABID0104

Engineering Contact #1 - Name: EngSvcProvider Baker and Lawson, Inc.
Engineering Contact #1 - Email: none@email.net

Engineering Contact #2 - Name:
Engineering Contact #2 - Email:

Standards Used:

ROW or Easement required: ☐ Yes ☐ No

Have ROW requirements changed from previous submission: ☐ Yes ☐ No

Utility Relocation Required: ☐ Yes ☐ No

Engineer's Estimate Basis:

Project Mapping/Design Information Included: ☐ Yes ☐ No

Letter of Certification Included: ☐ Yes ☐ No

Please upload any related documents that are included with this submission.

0 Note(s) 0 Thread(s)

System auto fill

1) Select Standards Used

2) ROW or Easement?

3) Yes or No?

5) Select Engineer's Estimate

4) Relocating Utilities?

6) Project Mapping Included?

7) Letter of Certification

*The letter of Certification is a task in the 100%.
This will be removed.

End of EngSP 30% Process

**Start of EngSP 100%
Submittal**

100% BID PACKAGE SUBMITTAL

When the 30% Submittal is Approved, the EngSP will Receive an email notifying him To proceed to final design. Once Final submittal is ready to be submitted he will go to the appropriate Bid-package and continue.

The EngSP will see Two options:

- 1) Final Submittal
- 2) Eng Ltr of Certification

EngSP can view EngWO & Grant Detail

EngSP can view Documents

Phase Info

EnvWo If any

Bid Package (Engineering Design)

Workflow Queues - Final Submittal Engineers Ltr of Certification BP Awaiting Final Submittal

BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of...

Tasks

BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of Brazoria - 18080

Created By: NICKMGR
7/9/2013 9:19:34 AM

Bid Package

[Help Wiki](#)

| | |
|---|--|
| Bid Package Number 10101-1-ABID0104 | Bid Package Title Bid for 10101-1-A - DRS010014 - County of Brazoria |
| Bid Package Status 30 Percent | Bid Package Description Bid for 10101-1-A - DRS010014 - County of Brazoria |
| Next Milestone Due Date 10/21/2013 | |

Milestone Tracking

| | | |
|---|---|---|
| Target Start Date 7/8/2013 | Actual Start Date 7/11/2013 | <input checked="" type="checkbox"/> Start Milestone Completed |
| Target 30% Submittal Date 8/12/2013 | Actual 30% Submittal Date 7/11/2013 | <input checked="" type="checkbox"/> 30% Submittal Completed |
| Target 30% Approved Date 8/19/2013 | Actual 30% Approved Date 7/11/2013 | <input checked="" type="checkbox"/> 30% Approved Completed |
| Target 100% Submittal Date 10/21/2013 | Actual 100% Submittal Date 10/21/2013 | <input type="checkbox"/> 100% Submittal Completed |
| Target 100% Approved Date 10/28/2013 | Actual 100% Approved Date 10/28/2013 | <input type="checkbox"/> 100% Approved Completed |

Parent Work Order

| | |
|--|--|
| Work Order Number 10101-1-A | WorkOrder Title 10101-1-A - DRS010014 - County of Brazoria |
| Eng SP Contract Number DRS015001 | Engineering Service Provider Name Baker and Lawson, Inc. |
| Grant Number DRS010014 | Grantee Name County of Brazoria |
| Grantee First Name Grantee | Grantee Last Name County of Brazoria |
| Grantee Phone | Grantee Email |

History Documents

100% SUBMITTAL

The screenshot shows the 'Bid Package (Engineering Design)' application window. At the top, there's a 'Tasks' tab and a 'Workflow Queues' section with three icons: 'Workflow Queues', 'Final Submittal' (highlighted with a red checkmark), and 'Engineers Ltr of Certification'. Below this is a 'BidPackageMainView P1' section with tabs for 'User Assignments', 'Phases', and 'Environmental Workorders'. The main content area displays project details for 'BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of Brazoria - 18080'. It includes a 'Parent Work Order' section with fields for 'Work Order Number', 'WorkOrder Title', 'Eng SP Contract Number', 'Engineering Service Provider Name', 'Grant Number', 'Grantee Name', 'Grantee First Name', 'Grantee Last Name', 'Grantee Phone', and 'Grantee Email'. Below this are sections for 'Design Summary Report', 'Engineering Cost Estimate', 'Plan Drawings Plan Study', 'Probable Construction Cost Estimates', 'Status Of Utility Conflict Resolution', 'Status of ROW Acquisition', 'Summary of Design Changes', 'Relevant Plan Sheets', 'Project Signed Verbiage', 'Specifications', 'Bid Contracts', 'Status Of Permits Agreements', and 'Construction Schedule'. Each section has an 'Import' button. The bottom of the window has 'History' and 'Documents' tabs.

1) Upload required Documents.

2) Submit LTR of Certification

3) Click on Final Submittal

Docs submitted @ 30%

Docs submitted @ 100%

*All Docs must be uploaded In order to continue.

*Uploading is done the same way as the 30% uploading. See next page.

DOCUMENT SUBMITTAL FOR 100 %

5)Click on Browse

6)Select appropriate Document from your computer

1)Select Type “Bid Package Documents”
From Document Type Group

Upload Document

Import: Browse, Acquire; Upload: Upload, Cancel; Pages: Move Up, Move Down, Remove All; Transforms: Rotate Left, Rotate Right

Document Type Group: Bid Package Documents
Document Type: Bid Pkg Design Summary Report
File Type: MS Word Document
Document Date: 7/10/2013

Keywords

GLO Bid Package Number: 1234BID0097
GLO Bid Package Title: TITLE
GLO Bid Package ID: 97
GLO Bid Package ObjectID: 17240
GLO Grant Number: DR5010004
GLO Grantee Name: CITY OF ALTO
GLO Contract Number:

Options: Upload, Cancel

Document Preview: C:\Documents and Settings\SRamirez\Local Settings\Temp\Hyland Letter-copy.docx
Mark Tonelli
Hyland Software
28500 Clemens Road
Westlake, OH 44145
Phone 440-788-6364
RE: Invoice # 214218 & #214219
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2) Appropriate Bid Pkg Document
As per the Import Button. In this case
Bid Pkg Design Summary Report

3)Enter GLO Bid Package Number

7)Click Upload

4)Press the Tab on your keyboard

100% DOCS SUBMITTAL PROCESS

2) Click on Eng
LTR of Cert

Bid Package (Engineering Design)

Workflow Queues | Final Submittal | **Engineers Ltr of Certification**

BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of Brazoria - 18080
Created By: NICKMGR
7/9/2013 9:19:34 AM

10/21/2013 | 10/21/2013 | 100% Submittal Completed
Target 100% Approved Date | Actual 100% Approved Date
10/28/2013 | 10/28/2013 | ☐ 100% Approved Completed

Parent Work Order

| | |
|------------------------|--|
| Work Order Number | Work Order Title |
| 10101-1-A | 10101-1-A - DRS010014 - County of Brazoria |
| Eng SP Contract Number | Engineering Service Provider Name |
| DRS015001 | Baker and Lawson, Inc. |
| Grant Number | Grantee Name |
| DRS010014 | County of Brazoria |
| Grantee First Name | Grantee Last Name |
| Grantee | County of Brazoria |
| Grantee Phone | Grantee Email |
| 999-555-1212 | none@email.net |

Design Summary Report

| | |
|---|--------|
| Bid Pkg Design Summary Report - 7/11/2013 | Import |
| Engineering Cost Estimate | |
| Bid Pkg Engineering Cost Estimate - 7/11/2013 | Import |
| Plan Drawings Plan Study | |
| Bid Pkg Plan Drawings - Plan Study - 7/12/2013 | Import |
| Probable Construction Cost Estimates | |
| Bid Pkg Probable Construction Cost Estimates by | Import |
| Status Of Utility Conflict Resolution | |
| Bid Pkg Status of Utility Conflict Resolution - 7/12/ | Import |
| Status of ROW Acquisition | |
| Bid Pkg Status of ROW Acquisition - 7/12/2013 | Import |
| Summary of Design Changes | |
| Bid Pkg Summary of Design Changes - 7/12/2013 | Import |

Relevant Plan Sheets

| | |
|---|--------|
| Bid Pkg Relevant Plan Sheets - 7/11/2013 | Import |
| Project Signed Verbiage | |
| Bid Pkg Project Signed Verbiage - 7/11/2013 | Import |
| Specifications | |
| Bid Pkg Specifications - 7/12/2013 | Import |
| Bid Contracts | |
| Bid Pkg Contracts - 7/12/2013 | Import |
| Status Of Permits Agreements | |
| Bid Pkg Specifications - 7/12/2013 | Import |
| Construction Schedule | |
| Bid Pkg Schedule - 10101-1-ABID0104 - 7/12/2013 | Import |

History | Documents

1) Once all Docs are
submitted

ENG LETTER OF CERTIFICATION

By clicking at the
task button
A new window
will appear.

Data will be auto filled

1) Enter Address

2) Click Submit

Bid Pkg Engineer Letter of Certification - 7/12/2013 - Windows Internet Explorer

Letter of Certification

To:
Texas General Land Office
Attn - Area manager
301 Congress Ave
Suite 600
Austin, TX 78701

Re: Letter of Certification

Work Order No: 10101-1-A
Grantee Name: COUNTY OF BRAZORIA
Bid Package Title: BID FOR 10101-1-A - DRS010014 -

I EngSvcProvider Baker and Lawson, of Baker and Lawson, Inc. certify that a quality assurance/quality control process was followed in the development of the subject bid package submittal. I also certify that the submittal meets the requirements outlined in the contract and the plans and specifications incorporate any mitigation or other environmental requirements as specified by the Environmental Service Provider.

Please contact me should you have any questions.

Grantee/GA Name and Address:
County Of Brazoria
Blah Blah Blah

Submit Cancel

0 Note(s) 0 Thread(s)

*Window will not close after submittal. We are working on this issue. Close it manually.

100% SUBMITTAL

1) Go back to the Bid Package Object

2) Click on Final Submittal

*Eng Ltr of cert button will still appear. Ignore. we are working on it.

*EngSP may review submittal and Documents

The screenshot shows a web application window titled "Bid Package (Engineering Design)". The top navigation bar includes "Tasks" and "BidPackage - 10101-1-ABID0104 - Bid for 10101-1-A - DRS010014 - County of...". Below the navigation bar, there are three icons: "Work Order", "Final Submittal" (highlighted with a red checkmark), and "Engineers Ltr of Certification". Below these icons, it says "BP - Awaiting Final Submittal".

The main content area is titled "Bid Package" and contains the following information:

- Bid Package Number:** 10101-1-ABID0104
- Bid Package Title:** Bid for 10101-1-A - DRS010014 - County of Brazoria
- Bid Package Status:** 30 Percent
- Bid Package Description:** Bid for 10101-1-A - DRS010014 - County of Brazoria
- Next Milestone Due Date:** 10/21/2013

The "Milestone Tracking" section shows the following data:

| Target Start Date | Actual Start Date | Start Milestone Completed |
|----------------------------|----------------------------|-------------------------------------|
| 7/8/2013 | 7/11/2013 | <input checked="" type="checkbox"/> |
| Target 30% Submittal Date | Actual 30% Submittal Date | 30% Submittal Completed |
| 8/12/2013 | 7/11/2013 | <input checked="" type="checkbox"/> |
| Target 30% Approved Date | Actual 30% Approved Date | 30% Approved Completed |
| 8/19/2013 | 7/11/2013 | <input checked="" type="checkbox"/> |
| Target 100% Submittal Date | Actual 100% Submittal Date | 100% Submittal Completed |
| 10/21/2013 | 10/21/2013 | <input type="checkbox"/> |
| Target 100% Approved Date | Actual 100% Approved Date | 100% Approved Completed |
| 10/28/2013 | 10/28/2013 | <input type="checkbox"/> |

The "Parent Work Order" section shows the following data:

| Work Order Number | WorkOrder Title |
|------------------------|--|
| 10101-1-A | 10101-1-A - DRS010014 - County of Brazoria |
| Eng SP Contract Number | Engineering Service Provider Name |
| DRS015001 | Baker and Lawson, Inc. |
| Grant Number | Grantee Name |
| DRS010014 | County of Brazoria |
| Grantee First Name | Grantee Last Name |
| Grantee | County of Brazoria |
| Grantee Phone | Grantee Email |
| 999-555-1212 | none@email.net |

At the bottom of the window, there are two buttons: "History" and "Documents".

100% SUBMITTAL EFORM

Bid Pkg Final Submittal - 7/12/2013 - DRS010014 - Windows Internet Explorer

Grant Information

Grantee Name: COUNTY OF BRAZORIA GLO Contract No: GLO#10-5014-000-4988
Grant No: DRS010014

Bid Submittal Information

Bid Package Number: 10101-1-ABID0104

Engineering Contact #1 - Name: EngSvcProvider Baker and Lawson, Inc.
Engineering Contact #1 - Email: none@email.net

Engineering Contact #2 - Name:
Engineering Contact #2 - Email:

Standards Used: State

ROW or Easement required: ☒ Yes ☐ No

Have ROW requirements changed from previous submission: ☒ Yes ☐ No
If Yes, has engineer communicated changes with Env Service Provider: ☒ Yes ☐ No

Utility Relocation Required: ☒ Yes ☐ No
If Yes: Utility Coordination in Progress

Engineer's Estimate Basis: City Bid Prices

Project Mapping/Design Information Included: ☒ Yes ☐ No

Letter of Certification Included: ☒ Yes ☐ No

Please upload any related documents that are included with this submission.

Submit Cancel

System auto fill

1) Select Standards Used

2) ROW or Easement?

3) Yes or No?

4) Relocating Utilities?
If yes, select status

5) Select Engineer's Estimate

6) Project Mapping Included?

7) Letter of Certification

8) Click Submit

End of EngSP 100% Submittal Process

CONSTRUCTION

Start of Construction Process

START OF CONSTRUCTION

Once the bid is awarded, the system will auto generate a Construction object. This object tracks the start, the 50% and the 100% construction milestones. It also requires the EngSP to submit the As-Built, the LSO to submit the Final Wage Compliance and the COCC.

EngSP will receive an email when bid is awarded. Upon start of construction the EngSP will come in and click on the first task.

1) Click on Start of Construction

Scroll down to see the rest of the object.

The screenshot shows the 'Construction Tracking' application window. The title bar indicates 'Construction - 18902'. The interface has a top navigation bar with 'Tasks' and 'Tasks' tabs. Below this is a 'Workflow Queues' section with a 'Start Construction' button. The main content area is titled 'Construction' and displays the following information:

- Construction Number:** 48
- Construction Title:** Test
- Construction Status:** Pending
- Construction Description:** Description
- Next Milestone Due Date:** 7/27/2013

Below this is a 'Milestone Tracking' section with a table of milestones:

| Target Start Date | Actual Start Date | Milestone Completed |
|-------------------|-------------------|---|
| 7/27/2013 | 7/27/2013 | <input checked="" type="checkbox"/> Start Milestone Completed |
| 9/21/2013 | 9/21/2013 | <input checked="" type="checkbox"/> 50% Milestone Completed |
| 11/16/2013 | 11/16/2013 | <input checked="" type="checkbox"/> 100% Milestone Completed |
| 11/30/2013 | 11/30/2013 | <input checked="" type="checkbox"/> AsBuilt Milestone Completed |
| 12/14/2013 | 12/14/2013 | <input checked="" type="checkbox"/> Final Wage Compliance Completed |
| 12/14/2013 | 12/14/2013 | <input checked="" type="checkbox"/> COCC Milestone Completed |

Below the milestones is a 'Financial Tracking' section with a table of financial data:

| Total Budgeted Cost | Total Budgeted Days | Average Budgeted Monthly Cost |
|---------------------|---------------------|-------------------------------|
| \$250,000.00 | 140 | \$62,500.00 |

At the bottom is an 'Originating Bid' section with a table of bid information:

| Bid Package Number | Bid Package Title |
|--------------------|--|
| 019799-1BID0069 | Bid for Workorder 019799-1 for DRS010117 |

The interface also includes a 'User Assignments' section and a 'Created By: MANAGER' field with a timestamp of '7/28/2013 1:35:57 PM'. The bottom of the window has a 'History' and 'Documents' section.

50% CONSTRUCTION

The next task is to update the construction object when project is at 50%.

1) Click on 50% on the Ground.

Construction - 18902

Workflow Queues = 50% On the Ground

CONST - Awaiting 50 Percent Construction

ConstructionMainView P1 User Assignments

Construction - 18902 Created By: MANAGER 7/28/2013 1:35:57 PM

Construction

| | | | |
|-------------------------|-----------|--------------------------|-------------|
| Construction Number | 48 | Construction Title | Test |
| Construction Status | Start | Construction Description | Description |
| Next Milestone Due Date | 9/21/2013 | | |

Milestone Tracking Add milestone for Final Wage Compliance Report

| | | | | |
|-----------------------------------|------------|-----------------------------------|------------|---|
| Target Start Date | 7/27/2013 | Actual Start Date | 7/28/2013 | <input checked="" type="checkbox"/> Start Milestone Completed |
| Target 50% Date | 9/21/2013 | Actual 50% Date | 9/21/2013 | <input type="checkbox"/> 50% Milestone Completed |
| Target 100% Date | 11/16/2013 | Actual 100% Date | 11/16/2013 | <input type="checkbox"/> 100% Milestone Completed |
| Target AsBuilt Date | 11/30/2013 | Actual AsBuilt Date | 11/30/2013 | <input type="checkbox"/> AsBuilt Milestone Completed |
| Target Final Wage Compliance Date | 12/14/2013 | Actual Final Wage Compliance Date | 12/14/2013 | <input type="checkbox"/> Final Wage Compliance Completed |
| Target COCC Date | 12/14/2013 | Actual COCC Date | 12/14/2013 | <input type="checkbox"/> COCC Milestone Completed |

Financial Tracking

| | | | | | |
|---------------------|--------------|---------------------|-----|-------------------------------|-------------|
| Total Budgeted Cost | \$250,000.00 | Total Budgeted Days | 140 | Average Budgeted Monthly Cost | \$62,500.00 |
|---------------------|--------------|---------------------|-----|-------------------------------|-------------|

Originating Bid

| | | | |
|--------------------|-----------------|-------------------|--|
| Bid Package Number | 019799-1BID0069 | Bid Package Title | Bid for Workorder 019799-1 for DRS010117 |
|--------------------|-----------------|-------------------|--|

History Documents

FINAL CONSTRUCTION

The 3rd task in this object is to update the status to 100% when the construction is complete.

1) Click on Final Construction

Construction - 18902

Construction Tracking Tasks

Workflow Queue Final Construction

CONST - Awaiting 100 Percent Construction

ConstructionMainView P1 User Assignments

Construction - 18902 Created By: MANAGER 7/28/2013 1:35:57 PM

Construction

| | | | |
|-------------------------|--------------|--------------------------|-------------|
| Construction Number | 48 | Construction Title | Test |
| Construction Status | 50% Complete | Construction Description | Description |
| Next Milestone Due Date | 11/16/2013 | | |

Milestone Tracking Add milestone for Final Wage Compliance Report

| | | | | |
|-----------------------------------|------------|-----------------------------------|------------|---|
| Target Start Date | 7/27/2013 | Actual Start Date | 7/28/2013 | <input checked="" type="checkbox"/> Start Milestone Completed |
| Target 50% Date | 9/21/2013 | Actual 50% Date | 7/28/2013 | <input checked="" type="checkbox"/> 50% Milestone Completed |
| Target 100% Date | 11/16/2013 | Actual 100% Date | 11/16/2013 | <input type="checkbox"/> 100% Milestone Completed |
| Target AsBuilt Date | 11/30/2013 | Actual AsBuilt Date | 11/30/2013 | <input type="checkbox"/> AsBuilt Milestone Completed |
| Target Final Wage Compliance Date | 12/14/2013 | Actual Final Wage Compliance Date | 12/14/2013 | <input type="checkbox"/> Final Wage Compliance Completed |
| Target COCC Date | 12/14/2013 | Actual COCC Date | 12/14/2013 | <input type="checkbox"/> COCC Milestone Completed |

Financial Tracking

| | | | | | |
|---------------------|--------------|---------------------|-----|-------------------------------|-------------|
| Total Budgeted Cost | \$250,000.00 | Total Budgeted Days | 140 | Average Budgeted Monthly Cost | \$62,500.00 |
|---------------------|--------------|---------------------|-----|-------------------------------|-------------|

Originating Bid

| | | | |
|--------------------|-----------------|-------------------|--|
| Bid Package Number | 019799-1BID0069 | Bid Package Title | Bid for Workorder 019799-1 for DRS010117 |
|--------------------|-----------------|-------------------|--|

History Documents

AS-BUILTS IMPORT

The last task of the EngSP is to submit the As-BUILTS.

1) Click on Import

The screenshot shows the 'Construction Tracking' application window for 'Construction - 18902'. The interface includes a top navigation bar with 'Tasks' and 'As BUILTS Complete' buttons. Below this is a 'User Assignments' section. The main area is divided into several sections: 'Originating Bid', 'Assigned Labor Standards Officer', 'Assigned Grant Administrator', 'Assigned Grantee', and 'Assigned Eng Service Provider'. Each section contains a table of data. At the bottom, there is an 'As BUILTS' section with an 'Import' button highlighted by an arrow from the text '1) Click on Import'.

| Originating Bid | | |
|--------------------|--|--|
| Bid Package Number | Bid Package Title | |
| 019799-1BID0069 | Bid for Workorder 019799-1 for DRS010117 | |
| | Bid Package Description | |
| | Bid for Workorder 019799-1 for DRS010117 | |

| Assigned Labor Standards Officer | | |
|----------------------------------|--------------------------|--------------------------|
| Contract Number | First Name | Last Name |
| none | OnBase | Master |
| Loginname | Email | Vendor Name |
| Master123 | nick.patel@glo.texas.gov | OnBase Engineering, Inc. |

| Assigned Grant Administrator | | |
|------------------------------|----------------|---------------------------|
| Contract Number | First Name | Last Name |
| DRS016002 | GrantAdmin | Business Services Company |
| Loginname | Email | Vendor Name |
| GA4884 | none@email.net | Business Services Company |

| Assigned Grantee | | |
|------------------|----------------|-----------------|
| Contract Number | First Name | Last Name |
| DRS010117 | Grantee | City of Mission |
| Loginname | Email | Vendor Name |
| GA5005 | none@email.net | City of Mission |

| Assigned Eng Service Provider | | |
|-------------------------------|----------------|----------------------------|
| Contract Number | First Name | Last Name |
| DRS015062 | EngSvcProvider | Binkley and Barfield, Inc. |
| Loginname | Email | Vendor Name |
| Eng4882 | none@email.net | Binkley and Barfield, Inc. |

| As BUILTS | | |
|-----------|--|--|
| Import | | |

DOCUMENT UPLOAD

1) Select Construction Docs

2) Select Construction As-Builts

3) Enter GLO Construction Number

4) Browse

5) Select Doc from your Computer

6) Click on upload

Construction - 18902 - Upload Document

Upload

Browse Acquire Upload Cancel Move Up Move Down Remove Remove All Rotate Left Rotate Right

Import Upload Pages Transforms

Upload

Document Type Group
Construction Documents

Document Type
Construction As-Builts

File Type
MS Word Document

Document Date
7/28/2013

Keywords

GLO Construction Number
48

GLO Construction ID
48

GLO Construction ObjectID
18902

GLO Construction Title
TEST

GLO Grantee Name
CITY OF MISSION

GLO Contract Number
GLO#999-9999-999-999

GLO Grant Number

Options

Upload Cancel

C:\Documents and Settings\SRamirez\Local Settings\Temp\TEST-copy.docx

Home Insert Page Layout References Mailings Review View Developer

Clipboard Font Paragraph Styles Editing

TEST

AS-BUILTS TASK

1) Click As-Built Complete

The screenshot shows the 'Construction Tracking' application window. The title bar indicates 'Construction - 18902'. The interface includes a top toolbar with 'Workflow Queues' and 'As Built Complete' buttons. Below this is a 'User Assignments' section showing 'ConstructionMainView P1'. The main section is titled 'Construction' and contains a form for 'Construction - 18902'. The form includes fields for 'Construction Number' (48), 'Construction Title' (Test), 'Construction Status' (100% Complete), 'Construction Description' (Description), and 'Next Milestone Due Date' (11/30/2013). Below the form is a 'Milestone Tracking' section with a table for 'Add milestone for Final Wage Compliance Report'. The table has columns for 'Target', 'Actual', and 'Status'. The 'Status' column contains checkboxes for 'Start Milestone Completed', '50% Milestone Completed', '100% Milestone Completed', 'AsBuilt Milestone Completed', 'Final Wage Compliance Completed', and 'COCC Milestone Completed'. Below the table is a 'Financial Tracking' section with fields for 'Total Budgeted Cost' (\$250,000.00), 'Total Budgeted Days' (140), and 'Average Budgeted Monthly Cost' (\$62,500.00). At the bottom is an 'Originating Bid' section with fields for 'Bid Package Number' (019799-1BID0069) and 'Bid Package Title' (Bid for Workorder 019799-1 for DRS010117). The bottom of the window has 'History' and 'Documents' buttons.

| Target | Actual | Status |
|---|---|---|
| Target Start Date 7/27/2013 | Actual Start Date 7/28/2013 | <input checked="" type="checkbox"/> Start Milestone Completed |
| Target 50% Date 9/21/2013 | Actual 50% Date 7/28/2013 | <input checked="" type="checkbox"/> 50% Milestone Completed |
| Target 100% Date 11/16/2013 | Actual 100% Date 7/28/2013 | <input checked="" type="checkbox"/> 100% Milestone Completed |
| Target AsBuilt Date 11/30/2013 | Actual AsBuilt Date 11/30/2013 | <input type="checkbox"/> AsBuilt Milestone Completed |
| Target Final Wage Compliance Date 12/14/2013 | Actual Final Wage Compliance Date 12/14/2013 | <input type="checkbox"/> Final Wage Compliance Completed |
| Target COCC Date 12/14/2013 | Actual COCC Date 12/14/2013 | <input type="checkbox"/> COCC Milestone Completed |

End of Construction Tasks

End of EngSP Training